NetDMR Training Walk-Through

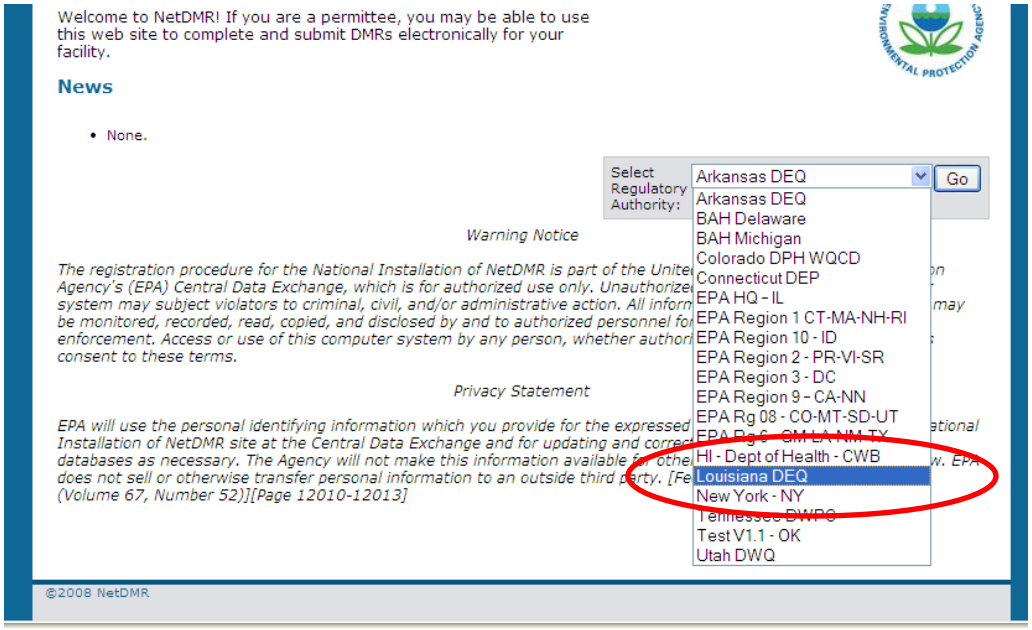
Step by Step Guide to NetDMR

NetDMR Test
https://netdmrtest.epacdx.net/netdmr-web/public/home.htm

Getting Started

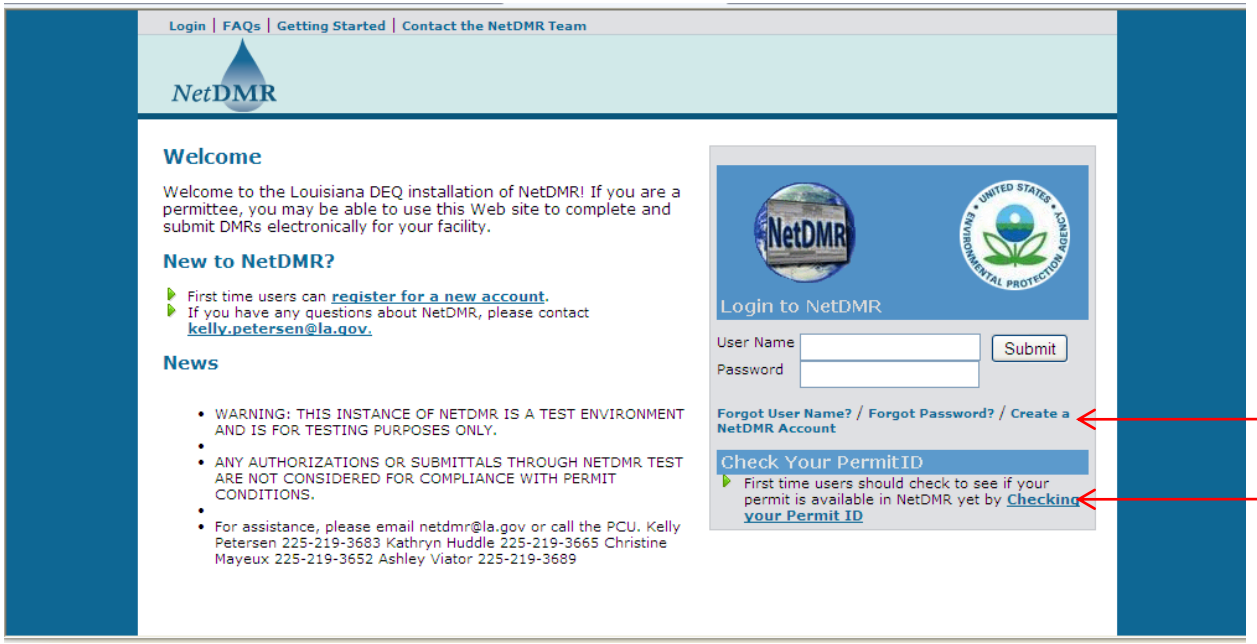
- Selecting the Right Instance
- Checking Your Permit for Eligibility
- Creating Your Account
- Account Verification
- Requesting Access

Selecting the Right Instance



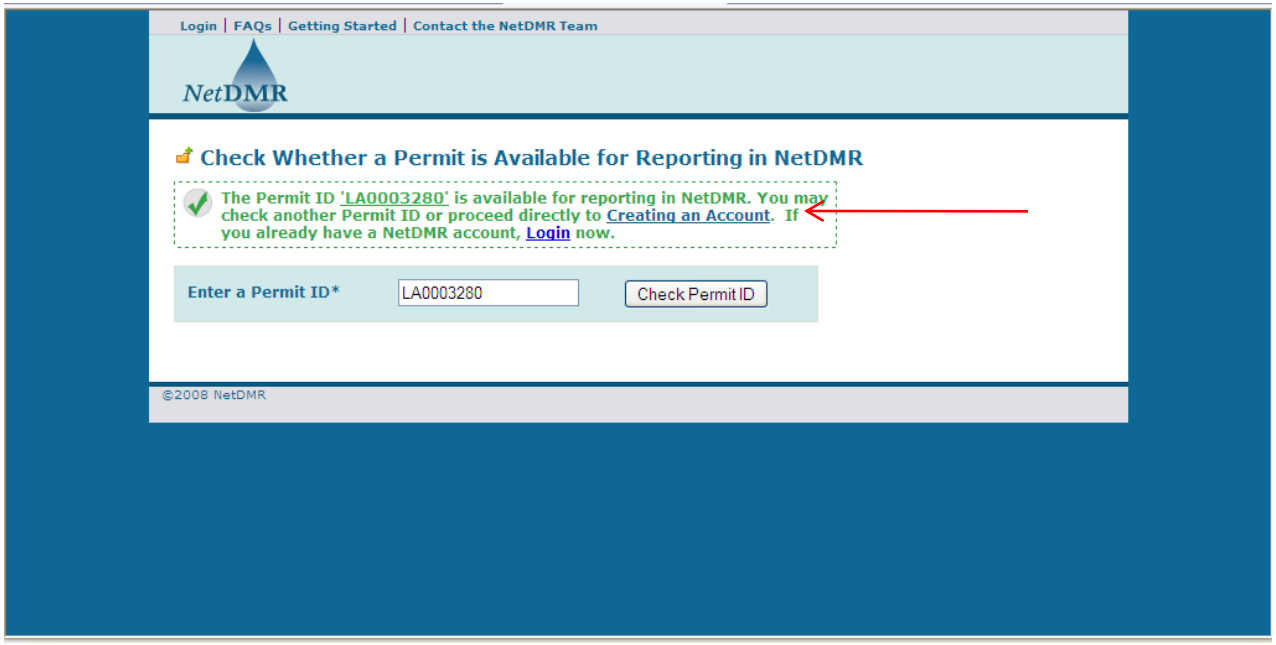
LDEQ Instance Home Page

- Contact info
- Check your permit ID for eligibility
- Creating a new account
- Forgot user name / password



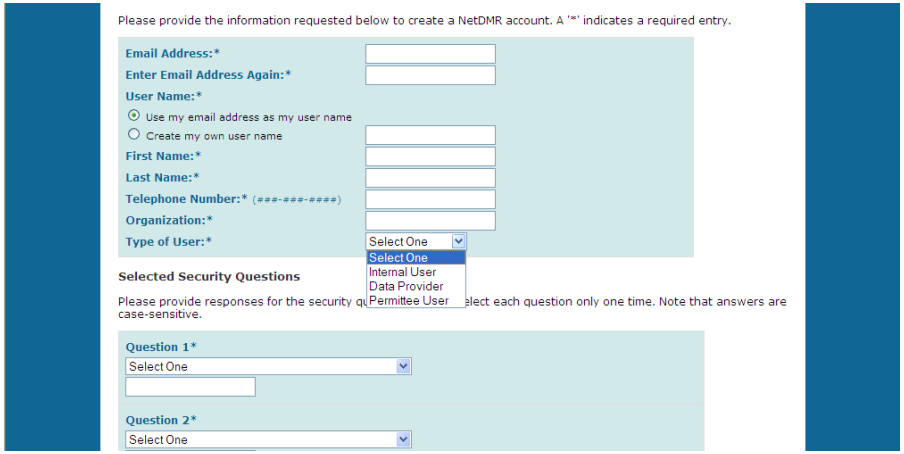
Checking Your Permit for Eligibility

- If you receive this message, your permit is eligible for NetDMR
- You may now create your account, or login if you have already established an account



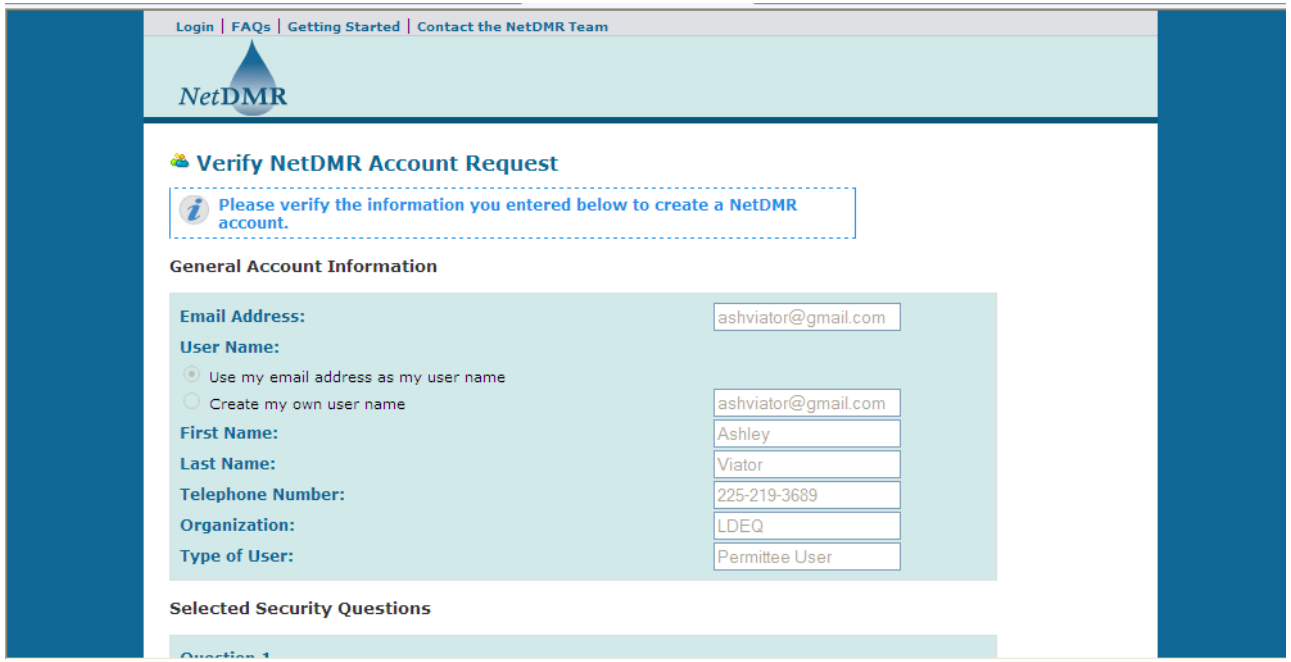
Creating Your Account

- Fill in the required information
  - Work related email address
  - Type of User
    - **Internal:** Regulatory authority only (LDEQ, EPA)
    - **Data provider**: labs or consultants only
    - ****Permittee User****: Includes all staff on site at the facility
- Select your security questions and answers
  - NOTE: answers are case sensitive!



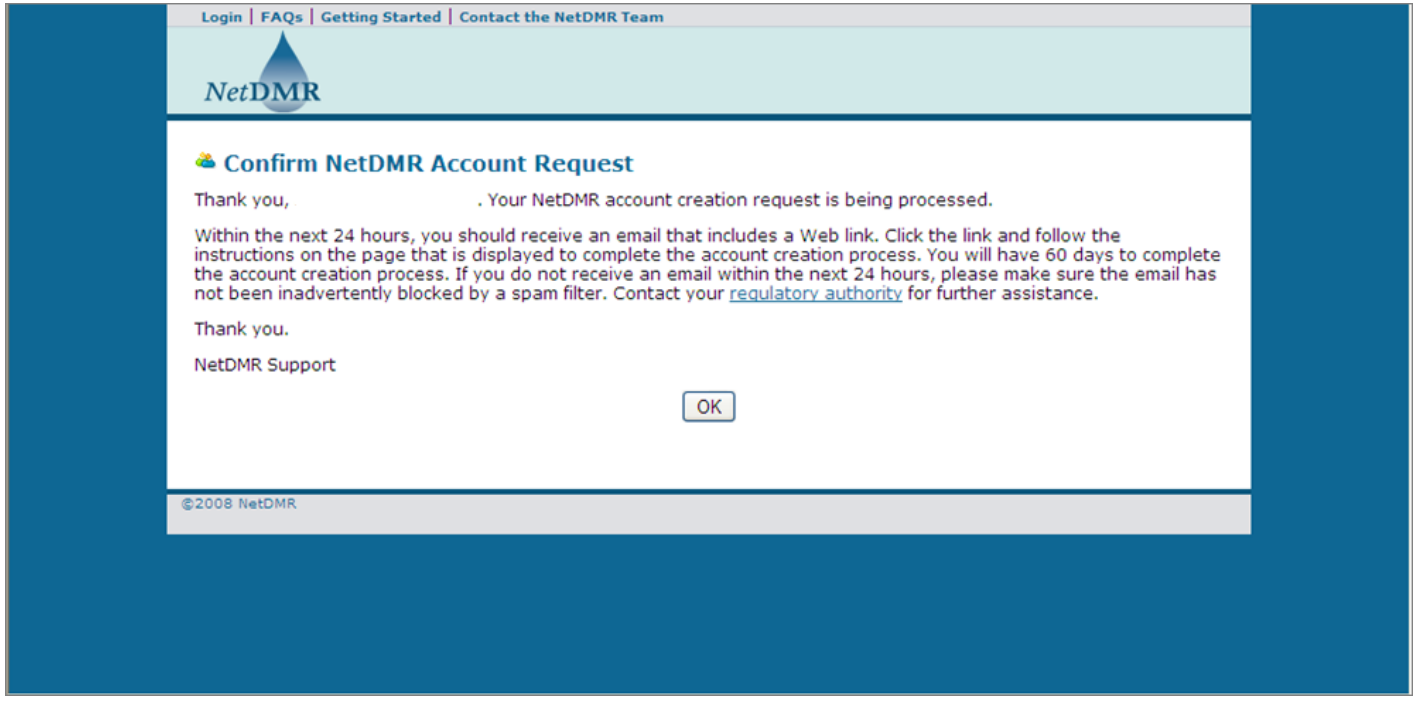
Creating Your Account

- Verify your information; if everything is correct, click Verify at the bottom of the page



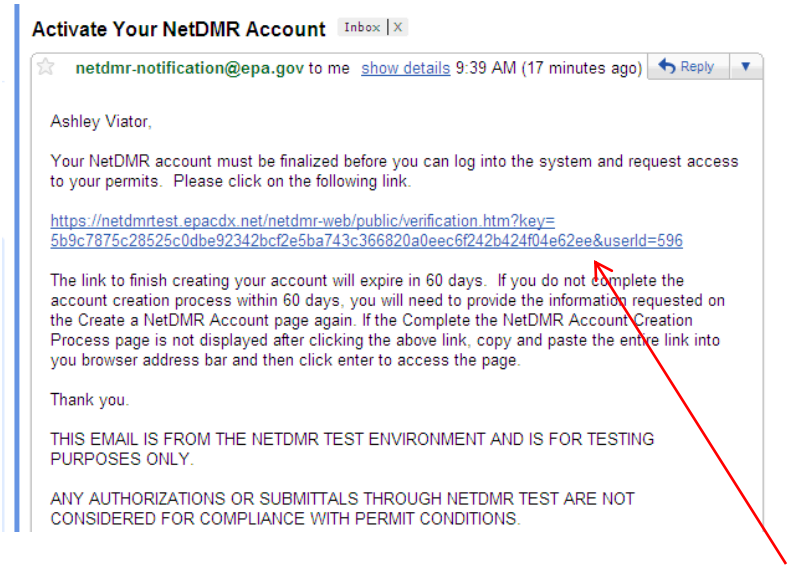
Creating Your Account

- You will get a confirmation message on the next screen
- Click Ok and login to your email



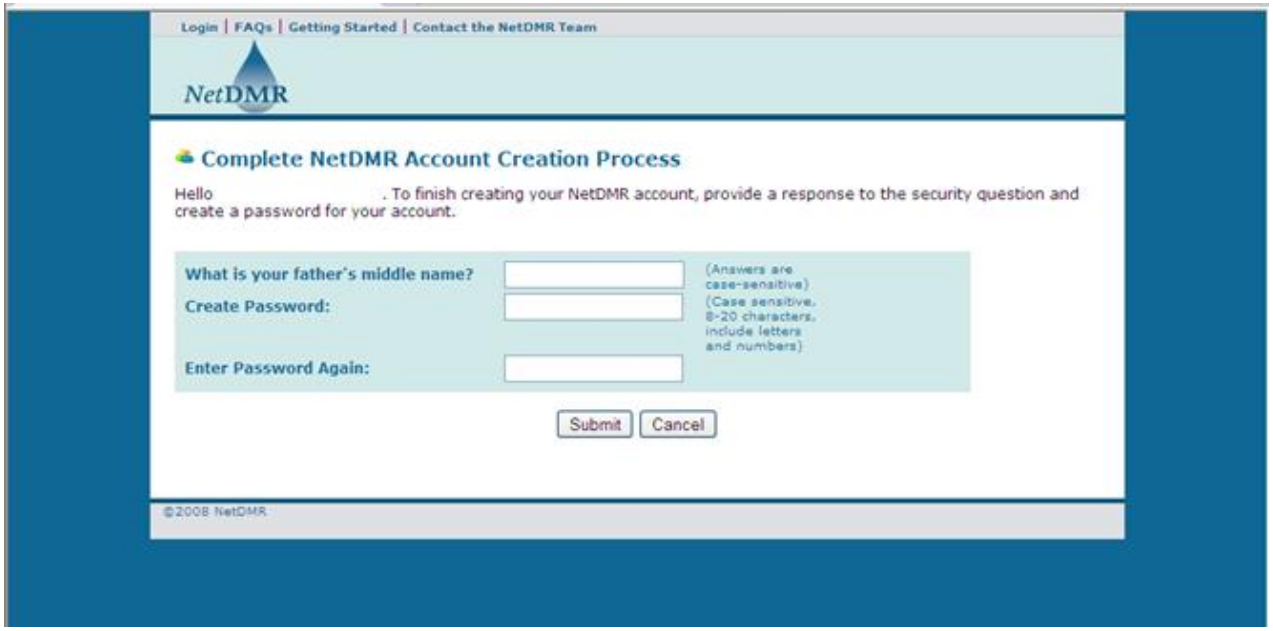
Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days



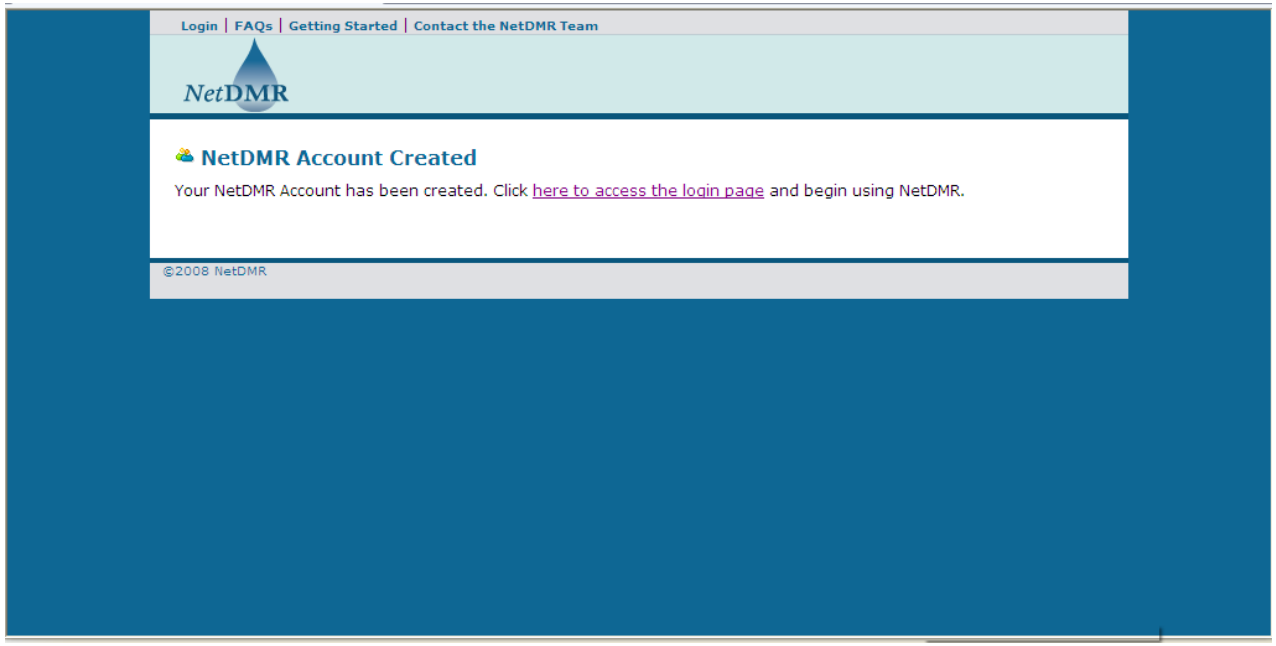
Account Verification

- Fill in security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number



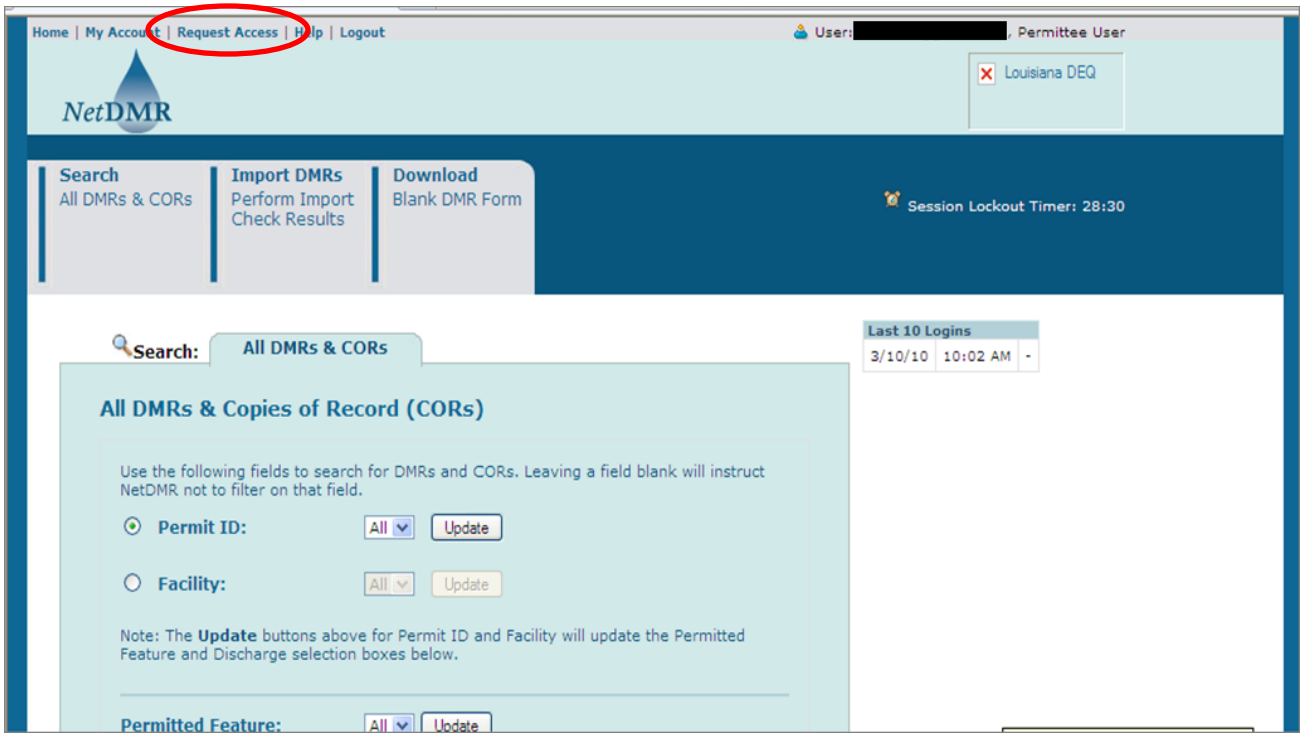
Account Verification

- You've finished creating your account!
- Click the link to login



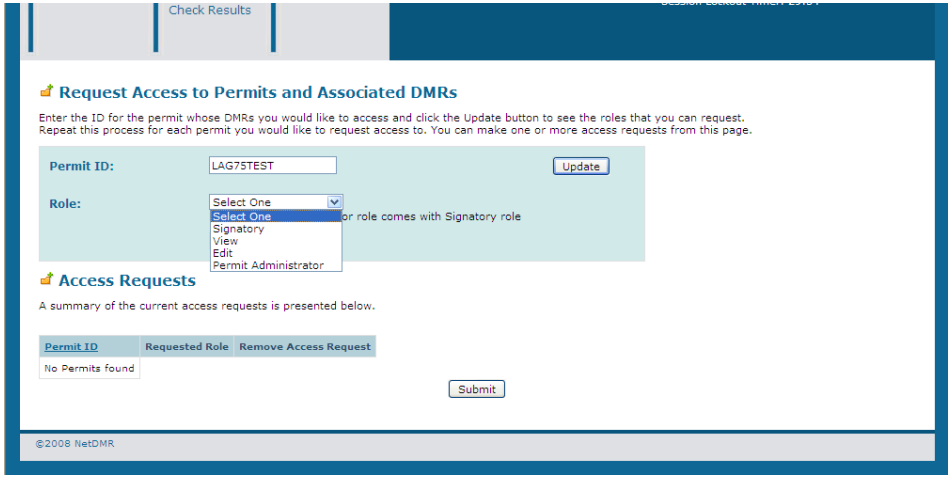
Requesting Access

- Account home page
  - Request Access tab



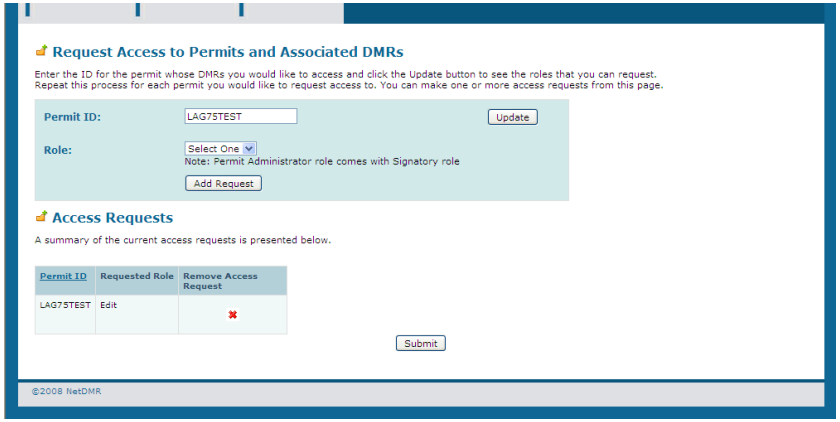
Requesting Access

- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, you may request signatory, edit, view only, or permit administrator access



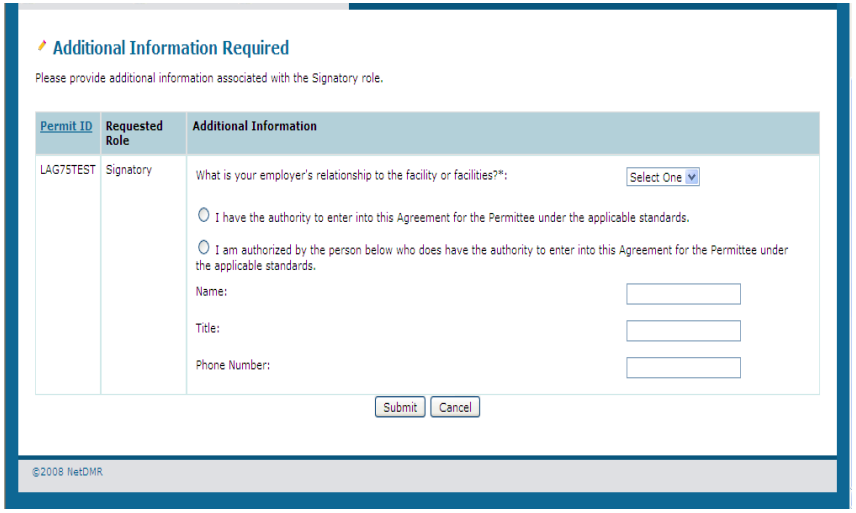
Requesting Access

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the red X to delete
  - Otherwise, click Submit



Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility
  - If you are already authorized to sign DMRs, choose the first radio button and click Submit
  - If you wish to gain signatory access, it must be granted to you by a currently approved signatory at the facility
    - Fill in his/her information and click Submit
  - At next screen, click Confirm

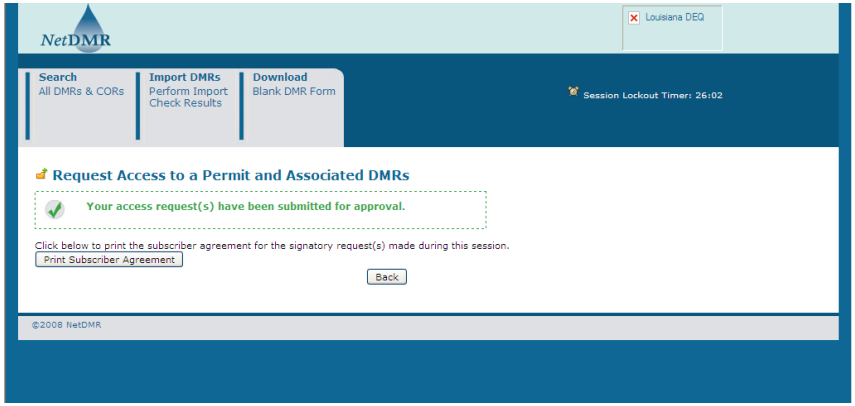


Requesting Access

- If you chose a role other than Signatory, you will get a confirmation screen
  - The permit administrator (most commonly the first signatory to request access to your permit) can approve your access request

Requesting Access

- Confirmation Screen
- Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - NetDMR Test environment- not required
  - NetDMR production environment- REQUIRED

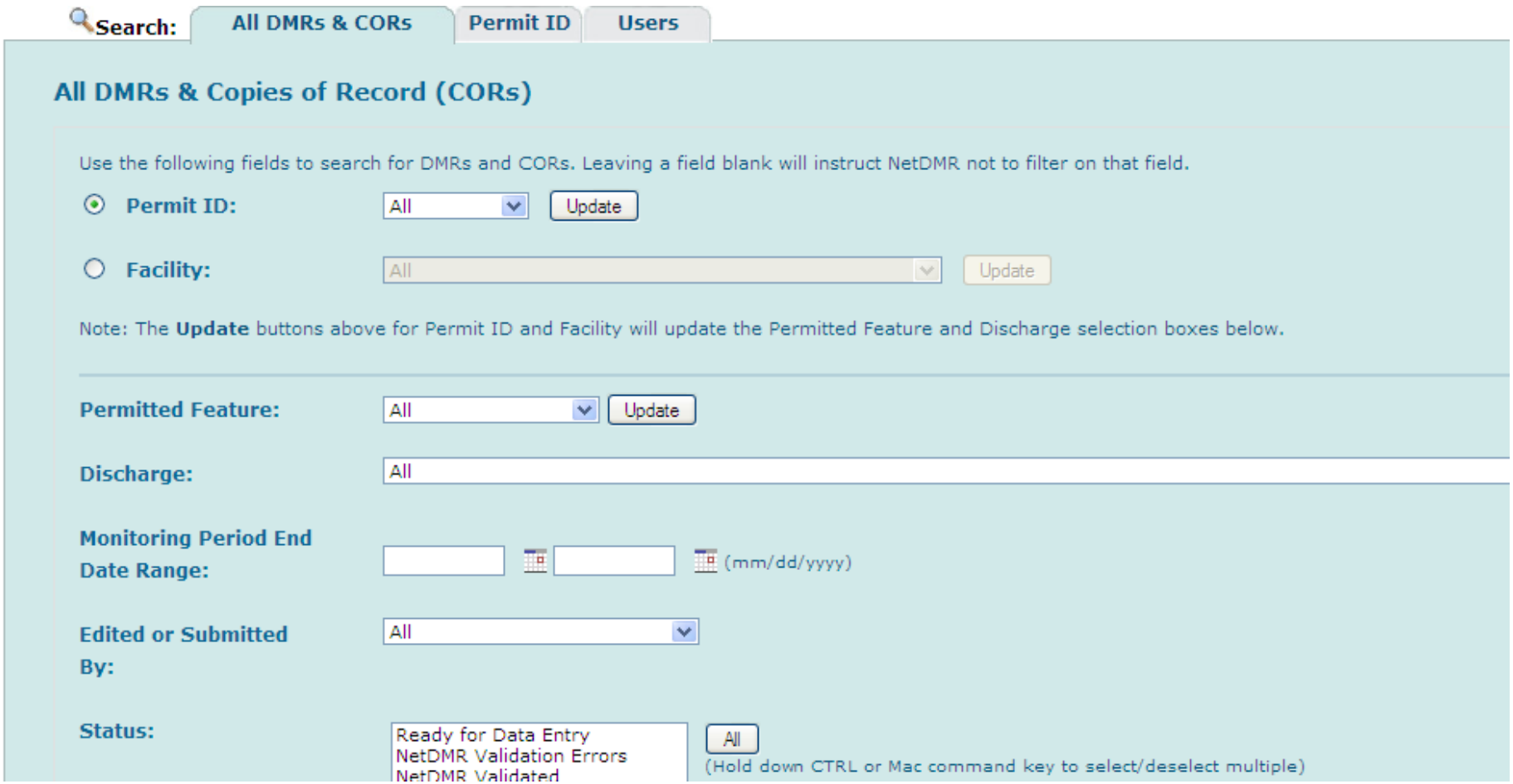


Searching DMRs and Entering Data

- Search For a DMR
- Enter DMR Data
  - Collapsible Header Information
  - DMR Data
    - Soft Errors
    - Hard Errors
  - NODI Codes (No Discharge “C”)
- Comments/Attachments
- Save DMR Data

Search for a DMR

- Select a permit number from the dropdown menu and click Update to automatically update the permitted feature and discharge selection boxes
- If you click Search with no other criteria, you will get a list of all Permitted Features associated with that permit available for data entry



DMR Search Results

- Select a DMR Ready for Data Entry and click Go

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 10 of 23 **1**, 2, 3

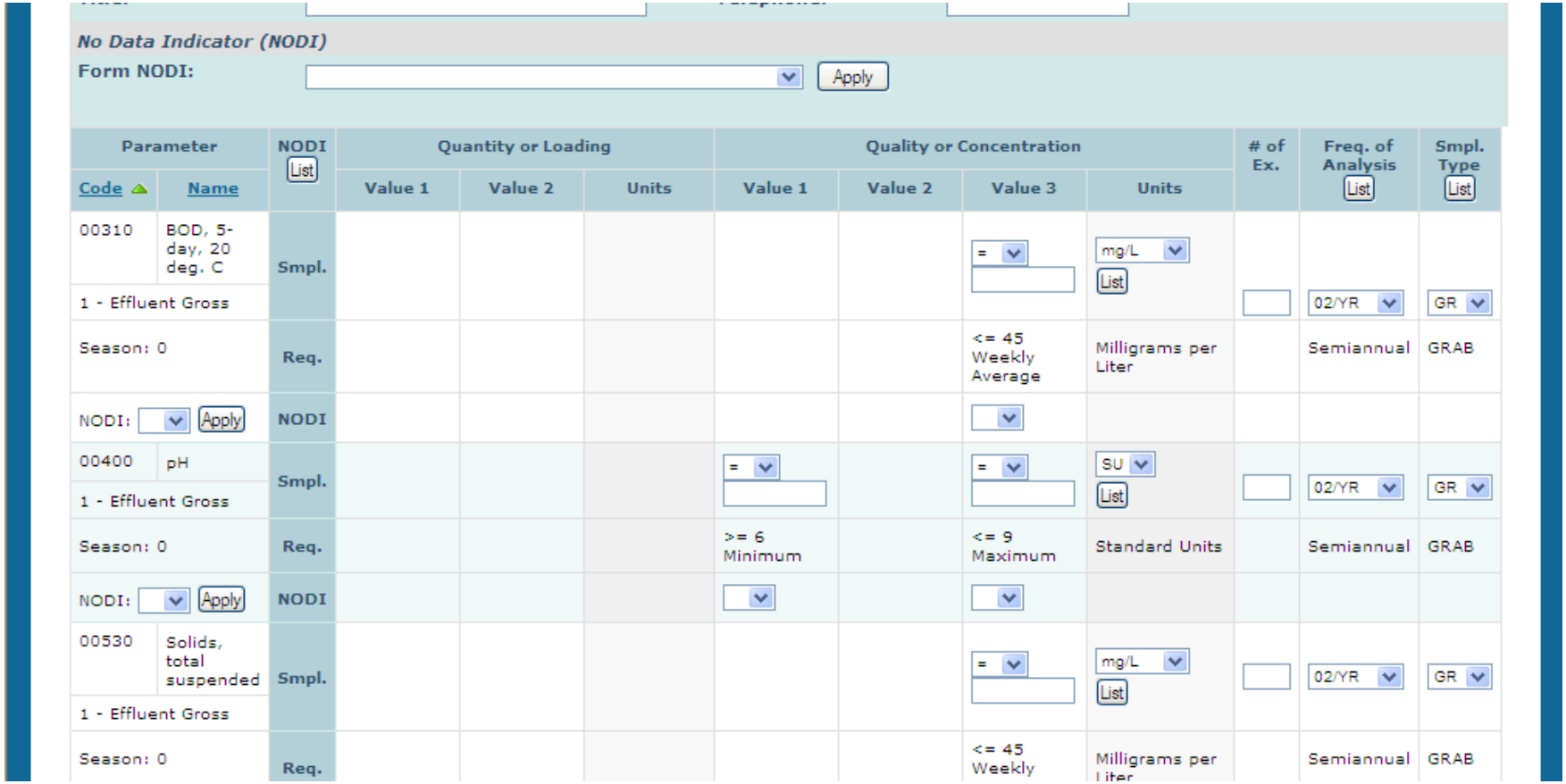
Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check All / Clear All)
Edit DMR Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	001	001-Q	Exterior Vehicle and Equipment Wash Wastewater	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	003	003-Q	Commingled Discharges of Treated Vehicle Wash and Sanitary Wastewater Less Than 5000 GPD	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a	01/31/10	04/28/10	Ready for Data Entry			

Collapsible Header

- Complete Executive Officer Information
- Collapse header

Limits/Results

- Enter Sample DMR Data
  - Include Soft and Hard Errors
  - Include NODI codes



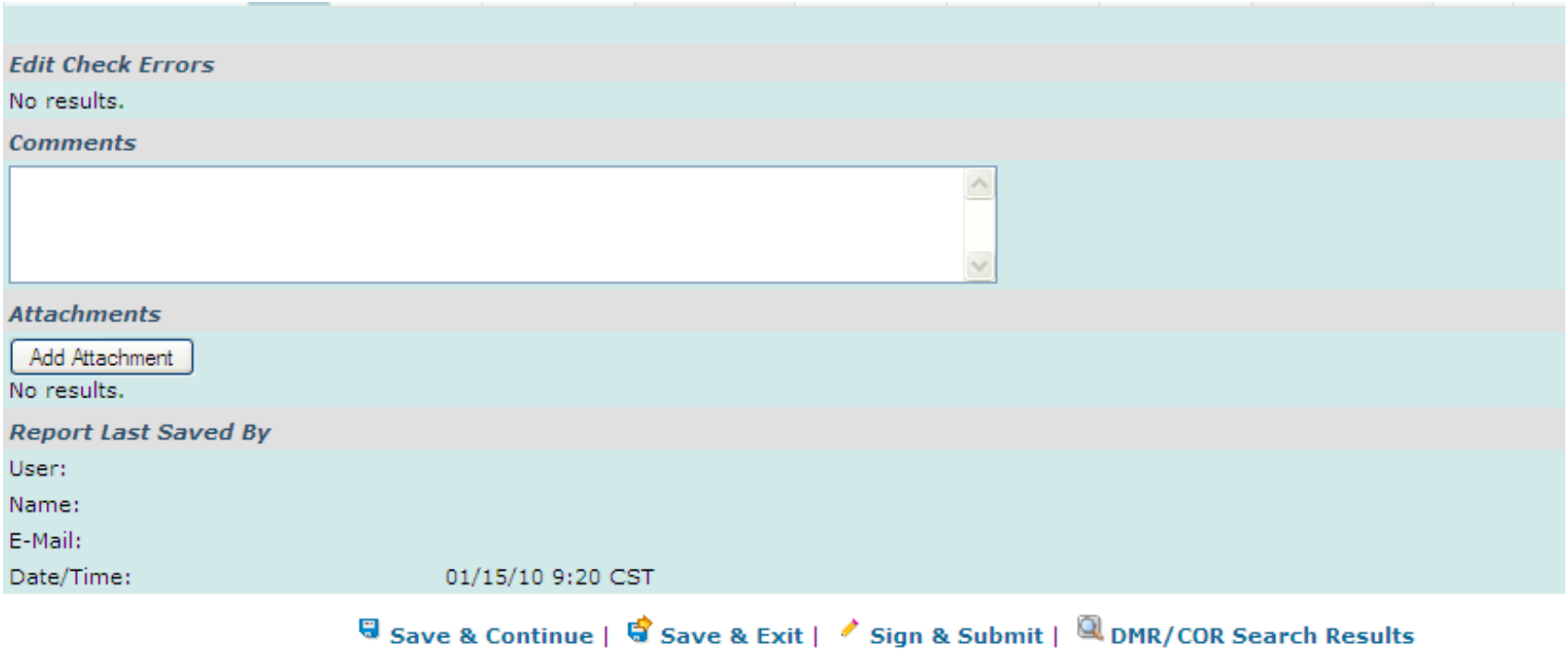
No Data Indicator (NODI)

Form NODI: Apply

Parameter		NODI List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis List	Smpl. Type List
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: Apply		NODI										
00400	pH	Smpl.				=		=	SU List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Semiannual	GRAB
NODI: Apply		NODI										
00530	Solids, total suspended	Smpl.						=	mg/L List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.						<= 45 Weekly	Milligrams per Liter		Semiannual	GRAB

Comments/Attachments

- Add a comment
- Click the “Add Attachment” button to see the dialog options
  - LDEQ can only accept Adobe .PDF attachments



Save Your Data

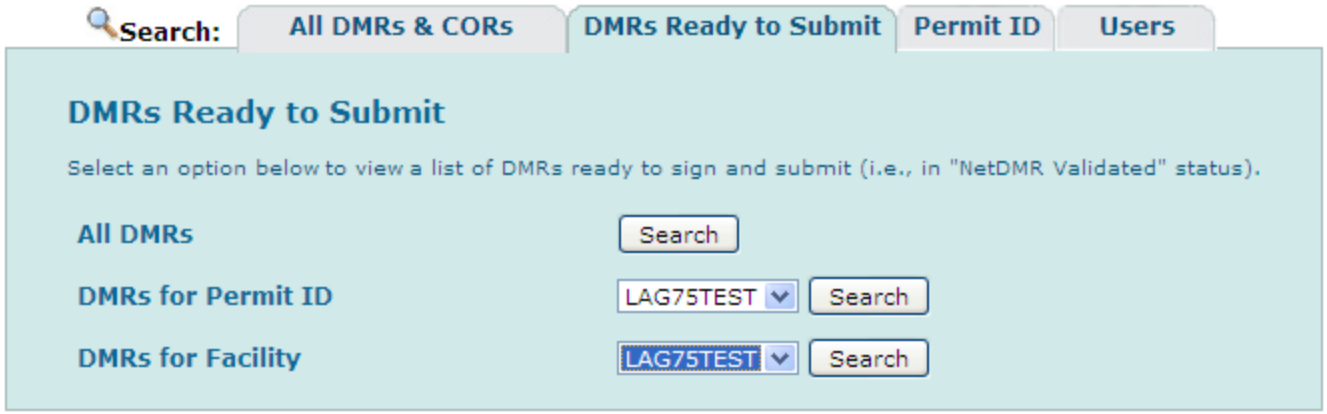
- Save & Continue
  - Review errors
  - Make necessary corrections
  - Acknowledge soft errors
- Save & Exit

Signing and Submitting DMRs

- Searching for DMRs Ready for Submittal
- Signing DMRs
  - Batch or Individual
  - Review and Sign
- DMR Submittal Confirmation
- Email Confirmation

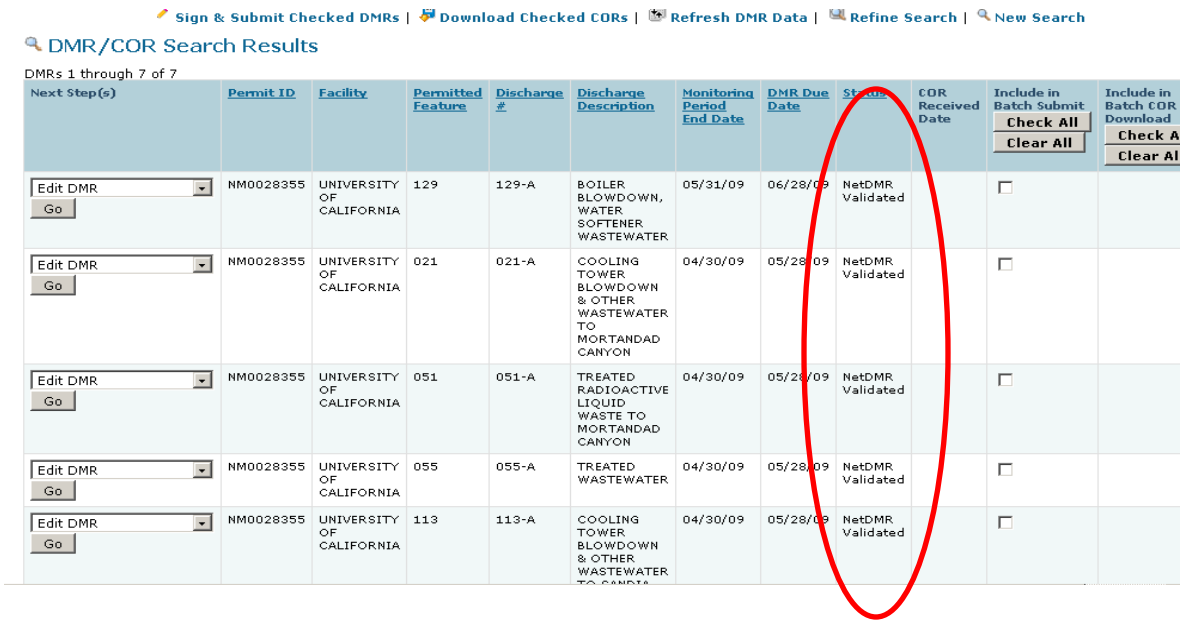
Searching for DMRs Ready for Submittal

- From the Home screen, click the Search tab titled “DMRs Ready to Submit”
- You can Search all DMRs or Search by Permit Number or Facility



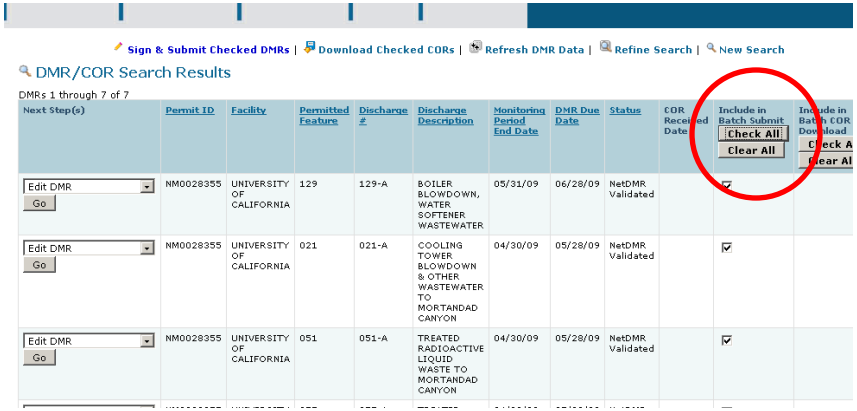
Searching for DMRs Ready for Submittal

- A list of all available DMRs that are ready for signature will appear
  - Notice the status column = NetDMR validated

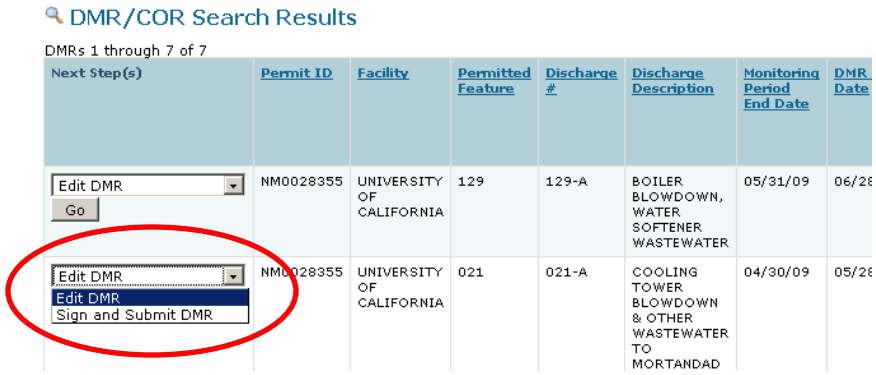


Batch or Individual

Batch Submittal



Individual Submittal



Review Information

Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	022	022-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

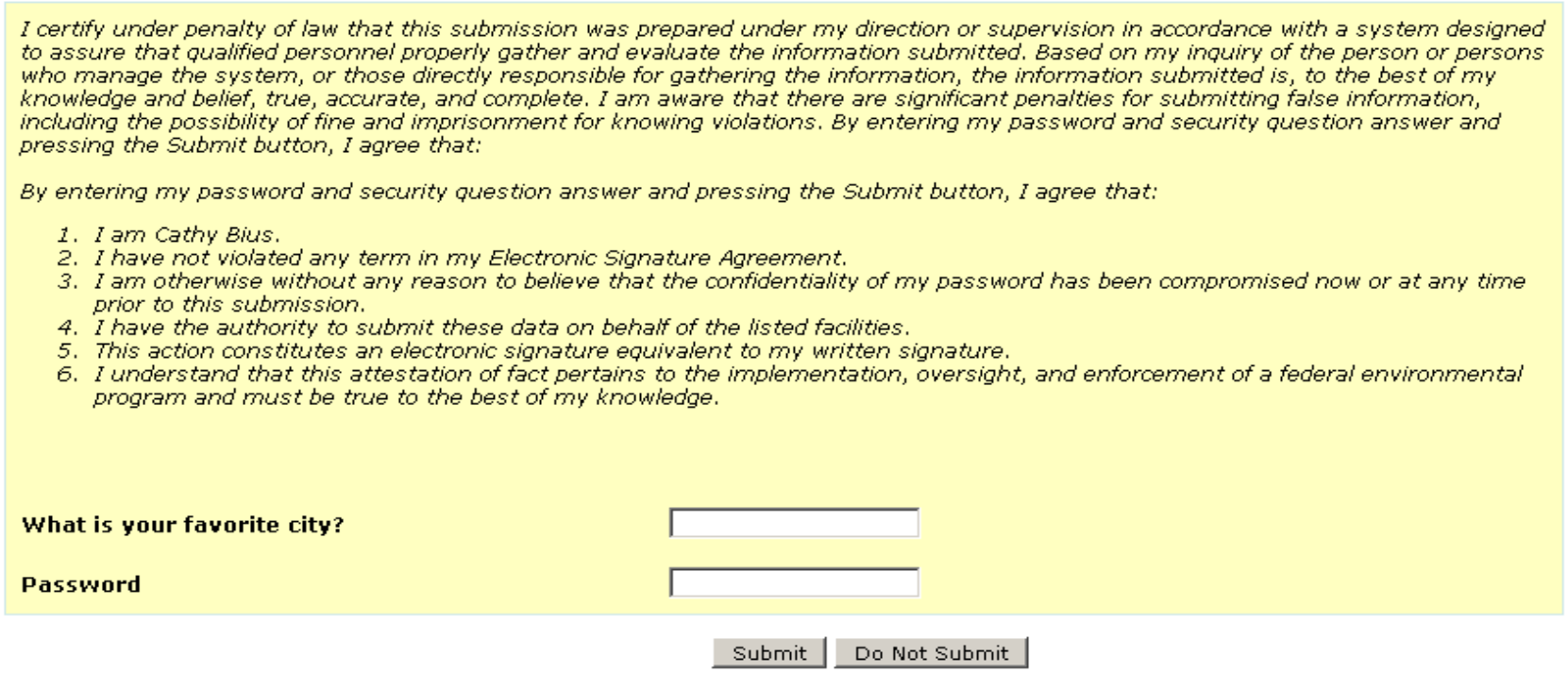
Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

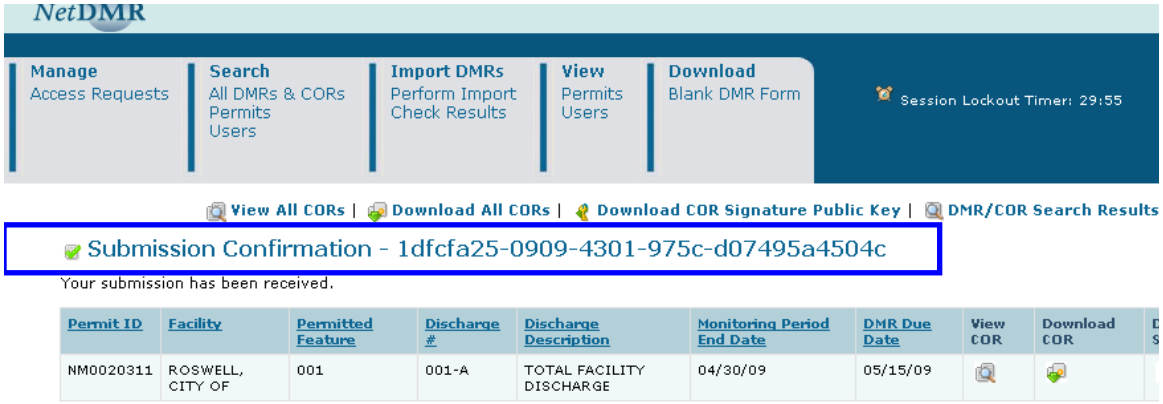
Sign and Submit DMRs

- To officially sign, you must answer the required security question(s) and enter your password



DMR Submittal Confirmation

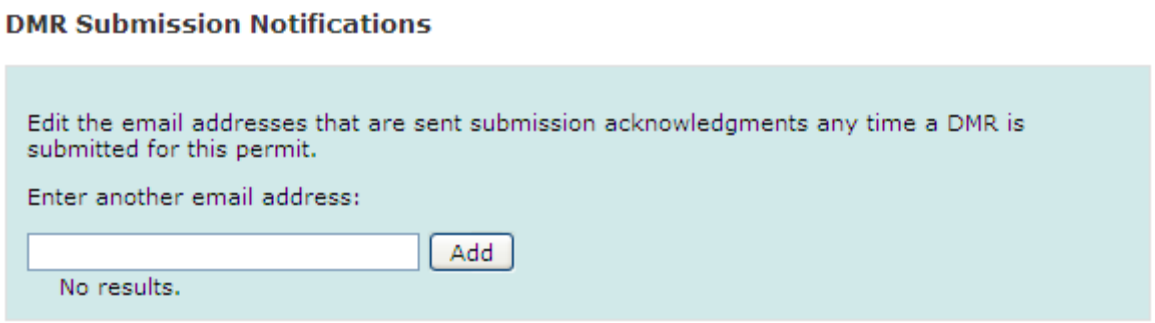
- After you sign and submit DMRs, you will receive this confirmation screen:



- You may also View or Download your COR (copy of record) on this screen

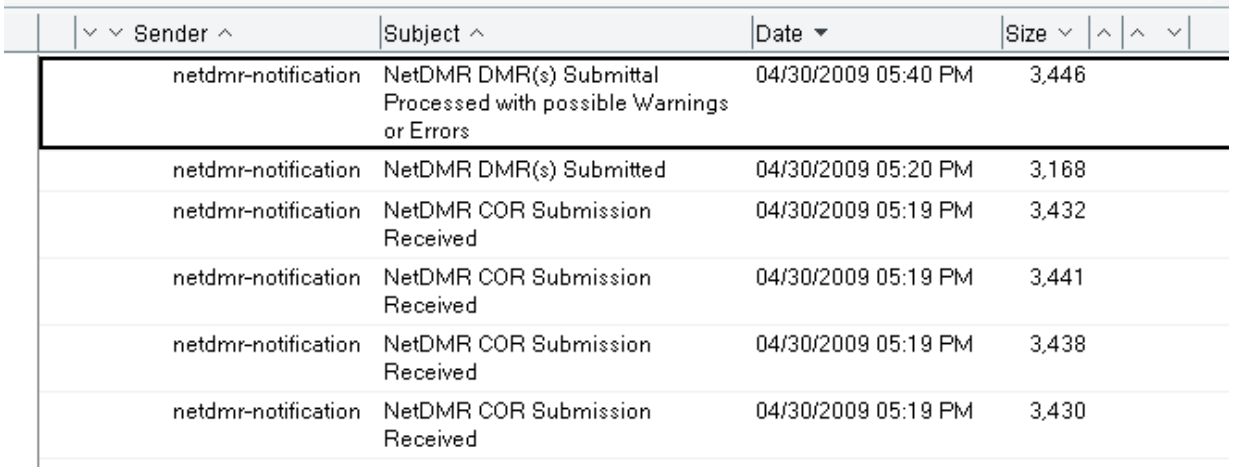
Email Confirmation

- Email notifications can be sent confirming DMR submissions
  - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit



Email Confirmation

- Email confirmations will let you know if:
  - DMRs have been submitted
  - COR Submissions have been received by the LDEQ
  - a DMR contains possible warnings or errors



Sender	Subject	Date	Size
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430

Contact Information

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